



JOB DESCRIPTION

Position Title: **Senior Technician**

Work Area: **Support Services**

Class Code: 5326

Non-Exempt

EEO Code: 06

Effective Date: August 30, 2002

Major Function

Technical work monitoring various contracts, programs and implementing associated tasks assigned to the Support Services Division.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Coordinates and assists in scheduling work and projects with vendors/agencies to provide effective delivery of services.

Monitors Land Management contracts to ensure daily, weekly, monthly, and annual compliance of vendors. Coordinates resolution of observed and reported problems with vendors. Performs follow-up to insure reported problems are resolved satisfactorily in a timely manner.

Provides information to Division Manager for enhancement of existing contracts. Tracks contract renewal/expiration dates to ensure timely renewal or rebidding and award.

Makes recommendations to division Manager for final approval or disapproval, on needed vendor services that would result in expenditures over and above the contracted dollar amount or for contracts without a specified dollar limit.

Coordinates, maintains and operates Land Management database. Develops and conducts GIS and Land Management database training courses for county departments and Land Management staff.

Performs other duties as assigned or as may be necessary.

Minimum Qualifications

Knowledge of the contracting process including governmental fiscal policies and budget procedures, and addressing compliance.

Ability to read, interpret, and formulate contract specifications, to project costs and to control expenditures within approved budget limitations. Ability to ensure completion of all contract related functions and projects as assigned by the Division Manager. Ability to maintain an effective professional relationship with officials, vendors and County staff. Ability to communicate effectively both orally and in writing.

High School Diploma and three (3) years' experience in formulating contracts and monitoring contract compliance within a governmental or quasi-governmental environment.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position is a general office setting. The incumbent performs most duties while sitting at a desk, table, or workstation. This position has regular exposure to radiant and electrical energy found in an office environment.